

## Lease Tab –

### **Purpose**

This chapter explains and clarifies IHS real property management principles, policies, and procedures. The scope includes all real property that is owned, leased, or utilized in carrying out the responsibilities of the IHS. The same principles, policies, and procedures for real property management apply to federally-owned and contractor-operated facilities.

### **Objectives**

The IHS Real Property Management Program is designed to: (1) Provide information and technical consultation on control and management of real property under the administrative jurisdiction of the IHS. (2) Provide guidelines and procedures for the acquisition, utilization, and disposal of owned and leased real property.

### **Policy**

It is the policy of the IHS to develop, establish, assess, improve, correct, and report on the effective and economical management and utilization of IHS-held real property. All IHS managers will protect the public interest by assuring real property is utilized to its highest and best use and to the most effective and economical extent possible. It is IHS policy to: (1) Ensure that all IHS management levels are responsible for the effective and economical use of real property. (2) Protect the public interest by applying asset accountability management principles thereby ensuring the effective and economical use of real property. (3) Support the IHS mission to raise the health status of American Indians and Alaska Natives to the highest level possible.

### **Background**

The Federal Property and Administrative Services Act of 1949 (40 United States Code (U.S.C.) 483 and Part 41, Code of Federal Regulations (CFR), Chapter 101), is the principal directive and guideline for managing real property. Additional laws and executive initiatives also affect the IHS management of real property.

## Definitions –

### **Acquisition**

To acquire ownership of real property through transfer, donation, gift, or purchase; or to obtain a non-ownership interest in real property through lease, assignment, permit, or license.

### **Area Realty Management Officer (Area RMO)**

The Area person accountable and responsible for real property, leasehold, and quarters management activities in the designated Area.

### **Building - Permanent**

Intended for long-term occupancy or use; or built of materials intended for long life, more than 20 years usage.

### **Building - Temporary**

It may exist or be erected to meet an urgent need for a limited time and usage; intended for a short, as opposed to long term occupancy; designated as a short term location of an office or activity; or built of materials intended for short life.

### **Building - Relocatable**

This term connotes the mobility of a building or structure, regardless its designation as either permanent or temporary. It includes those buildings which can be readily moved from place to place, either intact or on skids, wheels, or other vehicles; or dismantled, disassembled, relocated or re-erected.

### **Disposal**

The sale, transfer (with or without exchange of funds), donation, destruction and/or abandonment of real property.

### **Easement**

An interest in land granted for a specific purpose, such as highway utility line, etc.

### **Gross Area**

The sum of the floor areas in square meters computed by measuring from the normal outside face of the exterior walls, disregarding architectural setbacks, or projections, cornices, pilasters, and buttresses, and including all stories or areas which have floor surfaces and a clear standing headroom of 2 meters or more. Gross area includes basements (except unexcavated portions), attics, garages, roofed porches, mezzanines, loading platforms, shipping platforms, penthouses, mechanical equipment floors, lobbies and corridors.

### **Capital Improvement to Land**

Any improvement over \$5,000 which is part of the preparation of the land for use, such as clearing, drainage, grading, and landscaping. Also, the removal, relocation or razing of existing structures or facilities not used to restore land to its original state.

### **Capital Improvement to Buildings and Facilities**

Any improvement over \$100,000 which affects the capacity or changes the basic design of the property, such as: The addition of wings, porches, etc.; Major alterations which affect structural quality; Installation of air-conditioning systems, elevators, fire escapes, storm windows, insulation and similar items which were non-existent when the property was

constructed; and Conversion and improvement of major utility systems.

**Joint-Use Space**

Space serving the functional requirements of more than one organization. The joint-use space to each other is based upon the ratio of "people related" space (office and special types) occupied by assignee to the total space within the building or facility.

**Lease**

A contract which conveys the right of occupancy and use of real property, under certain conditions, for consideration.

**Lease Contracting Officer (LCOR)**

The person accountable for the lease management of IHS direct and GSA assigned leases

**Net Usable Square Meters**

Calculated area available to be leased for occupancy by personnel and equipment.

**Net Rent**

The consideration paid for the use of leased premises exclusive of the value of any services which may be furnished under the lease.

**Owned Real Property**

As used in this chapter is defined as real property owned by the United States and under the control of this Department, HHS. It does not include real property leased or assigned by a non-Government individual organization, or to properties under the control of another Government agency and assigned to Department activities on a use permit basis.

**Quarters**

The general term "quarters" may identify any of several types of Government-controlled housing facilities which are or can be assigned to personnel employed at facilities of the IHS. The term "quarters" is also used in the M&I/E section and has a completely different definition as the one stated above for real property.

**Real Property**

Any interest in land, together with the improvements, structures, and fixtures located thereon (including prefabricated movable structures, such as Butler-type storage warehouses and Quonset huts, and house trailers with or without under-carriages), and appurtenances thereto, under the control of any Federal Agency.

**Rent**

The rent charged by GSA for space assigned to IHS in government-owned or leased property. The RENT rate approximates charges for comparable space and services available in the private sector.

**Surplus Real Property**

Excessed Federal property which has been screened against the needs of the Government, and which has been determined to be of no further need to Federal agencies. Under 41 CFR 101-47.3, surplus real property may be made available to cities, counties, states, and other non-profit entities through a public benefit allowance conveyance.

**Trust Lands**

Land for which the Government is exercising the powers of trustee. In 1955, the Indian Health Service's functions were separated from the Bureau of Indian Affairs, DOI through Public Law 83-568, known as the Indian Health 'Transfer Act' (42 U.S.C. 2001-2004). That law gives IHS trustee authority and responsibility for lands supporting IHS-held, Government-owned hospitals, clinics, housing, and associated facilities.

When buildings on IHS-held Trust land are declared excess, the IHS trustee responsibility for the land associated with those buildings is retransferred to the Secretary, Department of Interior, who continues the trustee responsibility and makes available the land for the use and benefit of the relevant tribe.


**Use Permit**

An interagency agreement granting the temporary use of space controlled by on Federal agency to another Federal agency.

## Lease Tab –

Main Switchboard

Realty Lease MIE FEDS & Env Project Self Gov Energy Stewardship Asset Mgmt Admin

  
Healthcare  
Facilities  
Data System  
Version 5.16

Contact for Help  
Display DB Window  
Refresh Links  
Exit Access

Forms:

- ☐ Leased Property
- ☐ Leased Property - Datasheet View
- ☐ Lessor's Annual Cost
- ☐ GSA Leases

Reports:

- ☐ Leased Property
- ☐ Lessor's Annual Cost Statement
- ☐ Lease Property Summary by Contract Arrangement
- ☐ GSA Leases Reports

Preview before print? ☒

## Forms –

### Leased Property

This form is used by Realty Officers and Lease Contracting Officer to manage non-GSA leased space.

### Leased Property – Datasheet View

This form is a datasheet view of the Leased Property form.

### Lessor's Annual Cost

This form is used by potential lessors as part of their offer to lease property to the government.

### GSA Leases

This form is used by Lease Contracting Officers to manage the GSA Leases and their monthly rent, yearly budget.

## Leased Property –

**Leased Property**

Navigation Box ---->

Area: OK InstNo. 03053 IHS OEH WAREHOUSE Address: LOOP 56 AT OKMULGEE BEE  
State: OK Zip: 74447

PropType: L Histor: 0 City Town: OKMULGEE  
H/Best Use: Excess: GSA Surv Yr: Rec Status: 1 County: OKMULGEE

Bldg or Land No. None Bldg Count 1 Parcel Cnt Trans Code N Action  
Use Description Storage  
Detailed Descrip. General  
RP Code 304000 Owner TRIB Operation GO Preview Lease Report (by Install)  
Net Sqft 4,739 GSF Urban Acres Rural Acres  
Net SqM 440.4 GSM Urban Hect. Rural Hect. Cntrct\_Arrange 437  
User ID: ryan1 Last Update Date: 8/22/2005

**Lease Detail** Annual Rate Monthly Rate

Lease No 161-98-1012 No. of Leases 1 Lease Suppl Date 8/1/2003  
Effective Date 1/1/2001 Renewal Options 5 Orig Date 12/1/1993  
Expiration Date 12/31/2005 Imputed Rent \$0 Capitalized Lessor's Cost Statement  
Lessor Lease Suppl No 1 Oth\_Str\_Fac  
User ID: brooney Last Update Date: 10/1/2003

Bank Allowance Charge To  
Acct No Can  
Tin Bank Acct No Station Location  
Elect Trans Cd Object Class

Record: 1 of 1  
Record: 215 of 275

This form allows all Area Realty Management Officers to manage their non-GSA leased space. However, at this time data can only be entered and validated by Lease Contracting Officers and Headquarters Realty Officers.

The Preview Lease Report (by Install) button displays the Leased Property Report showing the lease term, effective date, expiration date, location, type of facility, lease number, for the installation selected. It also contains Area and IHS summaries.

The Annual Rate tab (shown below) displays annual rents and annual escalation factors

The Monthly Rate tab (shown below) displays what is actually paid out each month as all leases are paid monthly, one month in arrears unless special arrangements have been made.

The Lessor's Cost Statement button displays the form the lessor uses to prepare their offer to the Government and becomes part of the lease after final negotiations have been completed.

The following window shows the "Annual Rate" tab of the above form.

**Leased Property**

Navigation Box ---> Area:  InstNo:  IHS OEH WAREHOUSE Address:  State:  Zip:

PropType:  Histor:  City Town:  H/Best Use:  Excess:  GSA Surv Yr:  Rec Status:  County:

Bldg or Land No.  Bldg Count  Parcel Cnt  Trans Code  Action

Use Description  Detailed Descrip.  RP Code  Owner  Operation  **Preview Lease Report (by Install)**

Net Sqft  GSF  Urban Acres  Rural Acres  Net SqM  GSM  Urban Hect.  Rural Hect.  Cntrct\_Arrange

User ID:  Last Update Date:

**Lease Detail** **Annual Rate** **Monthly Rate**

Year	Annual Rate
2005	\$46,977.18
2006	\$47,446.95
2007	\$47,921.42
2008	\$48,400.63
2009	\$48,884.64
2010	\$49,373.48

Year	Factor
2005	1.02
2006	1.01
2007	1.01
2008	1.01
2009	1.01
2010	1.01

Instructions: In the first table, make necessary adjustments to the lease rate for the current fiscal year. Headquarters will adjust the second table to project changes to the annual rates.

Record:  of 1  
Record:  of 275

The Annual Rate tab shows annual rents and annual escalation factors. In the first table, make necessary adjustment to the Annual Rate for the current fiscal year, then the system will automatically calculate the annual rate for the future years base on factor.

The following window shows the "Monthly Rate" tab of the above form.

**Leased Property**

Navigation Box ---> Area: OK InstNo. 03053 IHS OEH WAREHOUSE Address: LOOP 56 AT OKMULGEE BEE State: OK Zip: 74447

PropType: L Histor: 0 City Town: OKMULGEE

H/Best Use: Excess: GSA Surv Yr: Rec Status: 1 County: OKMULGEE

Bldg or Land No. None Bldg Count 1 Parcel Cnt Trans Code N Action

Use Description Storage

Detailed Descrip. General

RP Code 304000 Owner TRIB Operation GO **Preview Lease Report (by Install)**

Net Sqft 4,739 GSF Urban Acres Rural Acres

Net SqM 440.4 GSM Urban Hect. Rural Hect. Cntrct\_Arrange 437

User ID: ryan1 Last Update Date: 8/22/2005

**Lease Detail Annual Rate Monthly Rate**

Start Date	End Date	Monthly Rate

Record: 1 of 1

Record: 215 of 275

The Monthly Rate shows what is actually paid out each month as all leases are paid monthly, one month in arrears unless special arrangements have been made.

## Leased Property – Datasheet View –

Leases

**Real Property --- Leases**
Print Form
Export to Excel
Close

	Area	Inst No	Inst Name	Prop	State	County	City Town	Bls No.	Sub BLS	Trans Code	
▶	OK	03062	INDIAN HEALTH CENT	L	KS	JACKSON	HOLTON	None	0	N	
	OK	03307	REGIONAL SUPPLY SER	L	OK	PONTOTOC	ADA	None	0	N	
	OK	03352	CARL ALBERT INDIAN	L	OK	PONTOTOC	ADA	none	0	N	
	OK	03356	ADA FAMILY PRACTIC	L	OK	PONTOTOC	ADA	None		N	
	OK	03220	CLINIC LAND	L	OK	CADDO	ANADARKO	None	0	N	
	OK	03354	ANTLERS DIABETES TR	L	OK	PUSHMATAHA	ANTLERS	None		N	
	OK	03326	ARDMORE HEALTH CE	L	OK	CARTER	ARDMORE	None	0	N	
	OK	03327	BROKEN BOW HEALTH	L	OK	McCURTAIN	BROKEN BOV	None	0	N	
	OK	03318	Hospital Parking Lot	L	OK	ROGERS	CLAREMORE	None	0	N	
	OK	03328	DURANT HEALTH CENT	L	OK	BRYAN	DURANT	None	0	N	
	OK	03263	EL RENO INDIAN HEAL	L	OK	CANADIAN	EL RENO	None	0	N	
	OK	03329	EUFULA HEALTH CEN	L	OK	MCINTOSH	EUFULA	None	0	N	
	OK	03330	HUGO HEALTH CENTER	L	OK	CHOCTAW	HUGO	None	0	N	
	OK	03347	S&M HIDE R IAY COMM	L	OK	DELAWARE	IAY	None	0	N	

Record: 1 of 38

Record: 1 of 1

This form is a datasheet view of the Leased Property form showing all leased buildings, structures, and land. It can only be updated by Lease Contracting Officers and Headquarters.

## Lessor's Annual Cost –

Lessor's Annual Cost Statement			
DEPARTMENT OF HEALTH AND HUMAN SERVICES INDIAN HEALTH SERVICE		Navigation Bar: ---> Area: OK	
LESSOR'S ANNUAL COST STATEMENT		Installation: IHS OEH WAREHOUSE bls no: None	
Preview Report		4A CITY/TOWN OKMULGEE	
		STATE OK ZIP 74447	
		RP_Code: 304000 RP_Det_Desc: General	
3. GSF FOR ENTIRE BLDG.		GSF	3A. GQM LEASED BY GOVT.
		GSM	NSF 4739
			NSM 440.4
1. LEASE NO.	1A. ORIG. DATE	2. SFO_NO.	2A. SFO DATE
161-98-1012	12/1/1993		
Type of Lease <input checked="" type="radio"/> 437 <input type="radio"/> 638 <input type="radio"/> HHS			
4B. DATE OF ORIGINAL CONSTRUCTION	4C. ORIG. EST. LIFE OF BLDG.	4D. DATE OF MAJOR BUILDING RENOVATIONS OR IMPROVEMENTS (month and year)	4E. ESTIMATED REMAINING LIFE OF BUILDING (in years)
SECTION I - EST. ANNUAL COST OF SERVICES/UTILITIES FURNISHED BY LESSOR AS PART OF RENTAL CONSIDERATION			
SERVICES AND UTILITIES			LESSOR'S ANNUAL COST FOR GOVT LEASED SPACE
A. CLEANING, JANITOR AND/OR CHAR SERVICE			
5. SALARIES			0.00
6. SUPPLIES (wax, cleansers, cloths, etc.)			0.00
B. HEATING			
7. SALARIES (if not included in other categories)			0.00
8. FUEL (check all that apply) <input type="checkbox"/> Oil <input type="checkbox"/> Gas <input type="checkbox"/> Coal <input type="checkbox"/> Electric			0.00
9. SYSTEM MAINTENANCE AND REPAIR			0.00
C. ELECTRICAL			
10. CURRENT FOR LIGHT AND POWER (including elevators)			0.00
11. REPLACEMENT FOR BULBS, TUBES, STARTERS			0.00
12. POWER FOR SPECIAL EQUIPMENT			0.00
13. SYSTEM MAINTENANCE AND REPAIR (ballasts, fixtures, etc.)			0.00
D. PLUMBING			
14. WATER FOR ALL PURPOSES (include sewage charges)			0.00
15. SUPPLIES (soap, towels, tissues not in 6 above)			0.00
16. SYSTEM MAINTENANCE AND REPAIR			0.00
E. AIR CONDITIONING			
17. UTILITIES (include electricity if not in C11)			0.00
18. SYSTEM MAINTENANCE AND REPAIR			0.00
F. ELEVATORS			
19. SALARIES (operators, starters, etc.)			0.00
20. SYSTEM MAINTENANCE AND REPAIR			0.00
G. MINOR BUILDING REPAIRS OR REPLACEMENTS			
21. DOORS, WINDOWS OR CEILING TILES (etc.)			\$0.00
22. FIRE ALARMS OR SECURITY SYSTEMS			\$0.00
H. CONTRACT SERVICES			

Record: 1 of 1 (Filtered)

This form is filled out by potential lessors as part of their offer to lease. It becomes a part of the lease agreement after final negotiations have been completed and shows how their costs are broken down.



## GSA Leases –

**GSA Leases**

**Navigation Box** ---> **Area:** NS **InstNo:** GSA18 **HANCOCK PLACE** **PropType:** A **Rec Status:** 1

**Address:** 304 HANCOCK STREET **GSA Region:** 01

**City:** BANGOR **State:** ME **County:** Bangor **Zip:** 04401

**Bldg No.** ME4175 **Bldg Cnt** 1 **Staff Cnt** 6 **Trans Code** N **Action**

**Use Desc** Office **Owner** GSAL

**Detailed Desc** General, Admin Building **Contract Arrange** GSA

**RP Code** 301000 **Security Level** I

**GSF** 1,466 **RSF** 1276 **Mission Dependency** 1 **Preview GSA Rent Report**

**GSM** 136.2

**CBR:** ME0059803 **QA Number:** AME00131 **No. of Leases:** 1

**Effective Date:** 12/1/2000 **Renew Option Y/N** ☐ **Renewal Options Remaining:** 0

**Expiration Date:** 11/30/2010 **Note:**

**Rent** **Budget**

Bill Month	Item Description	SF/SP	Rate	Total Cost
4/1/2006	1.a Shell Rent Rate General Use	1,466	\$7.93	\$969
4/1/2006	3. Operating Costs	1,466	\$2.58	\$315
4/1/2006	7.a Security- Basic	1,466	\$0.35	\$43
4/1/2006	11. GSA Fee	1,466	\$0.84	\$103
3/1/2006	11. GSA Fee	1,466	\$0.84	\$103
Security SubTotal to Date:		\$301	GSA SubTotal to date:	\$9,707
			Total to date:	\$10,008

Record: 1 of 28

New Bill Delete Bills

Record: 1 of 1

Record: 1 of 62

This form is used by Lease Contracting Officers to manage the GSA Leases and their monthly rent, yearly budget.

The Rent Tab shows monthly rent by each category for the current fiscal year.

The Budget Tab shows annual budget by each category.

Preview GSA Rent Report button displays the GSA lease information and its monthly rent for the selected lease

The following form will open once user click on the New Bill button on the Rent Tab from the GSA Leases form

The dialog box is titled "Create a New Bill" and contains the following elements:

- Create New Bill for:**
  - ☒ All Leases
  - ☐ Current Lease Only
- Current Bill Month:**  
4/1/2006
- New Bill Month:**  
5/1/2006
- Create A New Monthly Bill**

A new monthly bill will be created using the data in the Current Bill Month box.

Select All Leases to create a bill for all leases in the database.

Select Current Lease Only to create a bill for the lease being viewed on the form.
- Create New Bill** and **Close** buttons.

This form helps user generate new monthly bill based on prior monthly's data for one lease or all the GSA leases.

The following form will open once user click on the Delete Bills button on the Rent Tab from the GSA Leases form:

The dialog box is titled "Delete Bills" and contains the following elements:

- Delete Bills for:**
  - ☒ All Leases
  - ☐ Current Lease
- Delete Month:**  
4/1/2006
- Delete Bills**

Select whether to delete bills for all leases or for just the lease in view. Select the month to be deleted and press the Delete button.

To delete individual, leases, bills or budget entries, click on the record to move the cursor to it, then click the record delete button on the tool bar (with an x on it.)
- Delete** and **Close** buttons.

This form helps user delete existing monthly bill for one lease or all the GSA leases.

The following is the Budget Tab from GSA Lease form:

**GSA Leases**

Navigation Box ---> Area: **NS** InstfNo: **GSA18** **HANCOCK PLACE** PropType: **A** Rec Status: **1**

Address: **304 HANCOCK STREET** GSA Region: **01**

City: **BANGOR** State: **ME** County: **Bangor** Zip: **04401**

**Bldg No.** **ME4175** **Bldg Cnt** **1** **Staff Cnt** **6** **Trans Code** **N** **Action**

**Use Desc** **Office** **Owner** **GSAL**

**Detailed Desc** **General, Admin Building** **Cntrct Arrange** **GSA**

**RP Code** **301000** **Security Level** **I**

**GSF** **1,466** **RSF** **1276** **Mission Dependency** **1**

**GSM** **136.2** **Preview GSA Rent Report**

**CBR:** **ME0059803** **OA Number:** **AME00131** **No. of Leases:** **1**

**Effective Date** **12/1/2000** **Renew Option Y/N** ☐ **Renewal Options Remaining** **0**

**Expiration Date** **11/30/2010** **Note:**

**Rent** **Budget**

Item Description	FY	SF/SP	Rate	Total Cost		
<b>1.a Shell Rent Rate General Use</b>	2006	1,466	\$7.93	\$11,625		
<b>3. Operating Costs</b>	2006	1,466	\$2.58	\$3,782		
<b>7.a Security- Basic</b>	2006	1,466	\$0.35	\$513		
<b>GSA Subtotal</b>	2006	\$16,639	2007	\$16,815	2008	\$16,976
<b>Security Subtotal</b>	2006	\$513	2007	\$586	2008	\$660
<b>Total</b>	2006	\$17,152	2007	\$17,401	2008	\$17,636

Record: **1** of 12

Record: **1** of 1

Record: **1** of 62

The Budget Tab shows annual budget by each category.

## Reports –

### **Leased Property**

This report is similar to the RPI report but includes only leased property. It lists all leases for the User's Area.

### **Lessor's Annual Cost Statement**

This report includes all the annual cost statements described above. For all of IHS, this report is over 600 pages.

### **Lease Property Summary by Contract Arrangement**

This report is the same as Area Summary but for leased property and grouped by contract arrangement. For each type of lease (437, 638 Title I, etc.), this report includes the number of each type of lease, the number of urban and rural acres, the net square feet, and the dollar amount.

### **GSA Leases Reports**

There are currently three reports under this category:

Bill Detail Report – shows monthly rent by category for each GSA lease

Bill Summary Report – shows total monthly rent for each GSA lease

Budget Detail Report – shows the annual budget for each GSA lease

## Leased Property –

**Leased Property Report - Area Filter**

Please select Fiscal Year and Quarter for RPI/Lease reports title:

Year: 2002

Quarter: 4th Quarter

Select the area for the Lease report, or don't select area to print all

OK Oklahoma City

Run Lease Report    Lease Summary Report    Close

Selecting the Run Lease Report button will generate a report containing details for each lease within the User's Area. It includes a summary of all leases within the User's Area and an IHS summary.

The Lease Summary Report is a one page summary of all leases within the User's Area and IHS. It includes the total lease count, parcel count, building count, urban hectares and acres, rural hectares and acres, net square meters, net square feet, total imputed rents, and the annual lease rates for the current year, one year in the past, and four years in the future.

The User can select the year and quarter they would like the report to cover. However, changing the year will display current values with the FY selected in the header, i.e., the data displayed will be the same regardless of the year and quarter selected.

Screen shots of the reports were not included as clicking on the button will generate the selected report with no further interaction from the User.

## GSA Leases Report –

The screenshot shows a software window titled "GSA Leases Reports". At the top right, there is a checkbox labeled "Preview before print?" which is checked. The main area is divided into two sections. On the left, under the heading "Select a report first:", there are three radio button options: "Bill Detail Report", "Bill Summary Report", and "Budget Detail Report". The "Budget Detail Report" option is selected. On the right, under the heading "Filtering Criteria", there are two dropdown menus: "Area:" and "Bldg No:". At the bottom of the window, there are three buttons: "Run Report", "Clear Selection", and "Exit".

This is the GSA Leases Report filter form. It allows users to choose to print the reports for one specific area or one specific lease. By leaving the criteria blank, it will generate the report for all the GSA Leases.

Clicking the Run Report button will generate a report of your choice.